

Classified Acting Assignment

An appointing authority may appoint a permanent employee to an acting assignment when a classified position will be vacant for more than 30 days (such as due to illness or lengthy recruitment process). Acting assignments should not exceed one year unless approved by the Director of Personnel Services. Agencies can future date the expected date of return. Since acting assignments cannot be retroactive, be sure to identify acting assignment needs in advance. See K.A.R. 1-6-29

STEP 1: Select the menu items in the following order: **Workforce Administration > Job Information > Job Data**

Expected Results: Job Data search page displays.

STEP 2: Enter the **Employee ID** in the EmplID field. Click 

Expected Results: Work Location page displays.

STEP 3: Click  to add a row.

Expected Results: A new Job Data row is added with the current date in the Effective Date field.

STEP 4: Change the **Effective Date** to the date the acting assignment begins. The Effective Date should occur at the beginning of the pay period if there is a change in benefits or FLSA status.

Expected Results: The field updates after tabbing out or clicking on another field.

STEP 5: Select **Data Chg** from the drop down list in the Action field.

Expected Results: Data Chg displays in the Action field and the Reason field becomes blank.

STEP 6: Select **Acting Assignment on Classified** from the drop down list in the Reason field.

Expected Results: Reason displays.

STEP 7: Enter the **Position Number** for the acting assignment.

Expected Results: Job Title displays

STEP 8: Enter the **Step** on the Salary Plan page.

Expected Results: Due to default processing the Grade Entry Date and Step Entry Date update after saving.

STEP 9: Click **Default Pay Components** button on Compensation page.

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Expected Results:	New pay rates display.
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STEP 10:	Enter the Annual Benefits Base Rate on the Benefit Program Participation page.
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Expected Results:	The Annual Benefits Base Rate is usually the same as the Annual Rate displayed in the Pay Rates area on the Compensation page.
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STEP 11:	Change benefits information on the Benefit Program Participation page if the employee's benefits change due to the acting assignment, such as a part-time employee who takes a full-time acting assignment. Do not change benefits information due to a pay increase or decrease unless the percent FTE changes. Salary changes that occur during the year automatically update following open enrollment.
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Expected Results:

STEP 12:	Click 
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Expected Results:
